

MADAM – Quick Start Guide

Table of Contents

| | |
|---|-----------|
| Introduction | 2 |
| Logging In | 2 |
| Finding Digital Items | 4 |
| Browsing All Images | 4 |
| Searching by Subject | 4 |
| Quick Search..... | 5 |
| Field Search (Advanced)..... | 6 |
| Filtering Search Items | 8 |
| Downloading Digital Items | 8 |
| Copyright and Terms & Conditions | 10 |
| Getting Help | 10 |

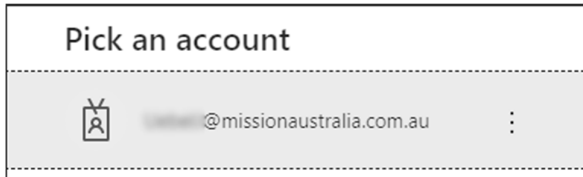
1) Introduction

MADAM (or the Image Library) is the official **Mission Australia Digital Asset Management** system. The system's powerful search function allows you to choose the most relevant images or videos for your needs, safe in the knowledge that they are brand appropriate and have correct model consent.

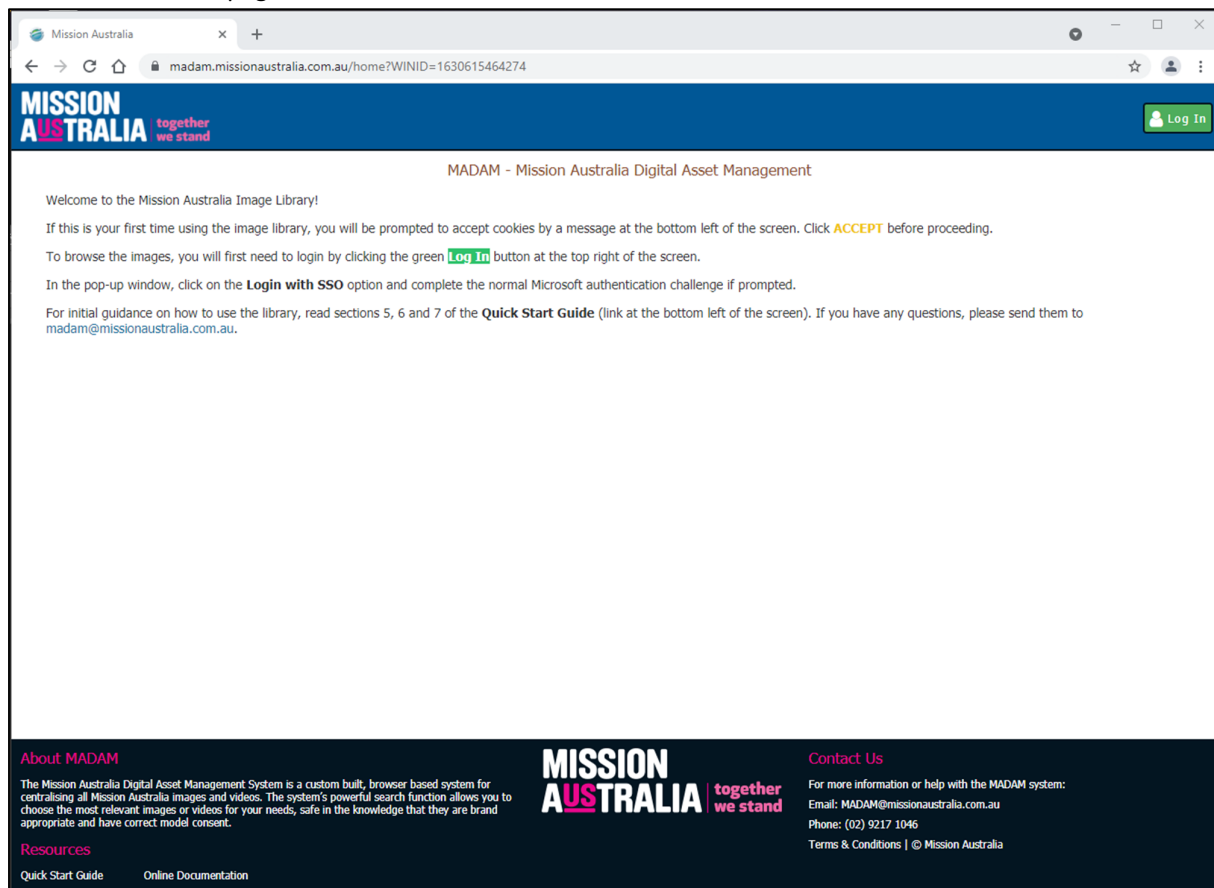
2) Logging In

Open the following URL in your preferred browser (EDGE or Chrome): <https://madam.missionaustralia.com.au/>

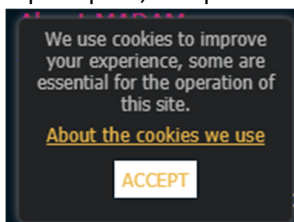
If prompted, complete the Microsoft authentication:



The MADAM home page will load:



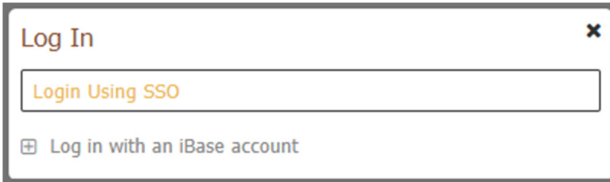
If prompted, accept cookies (bottom left of screen):



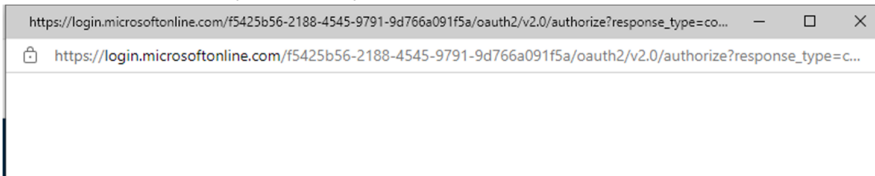
Click **Log In** button (top right):



Click on **Login Using SSO** in the popup dialogue:



A new window will open while you are authenticated:



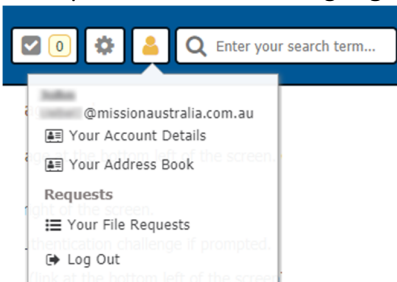
If you receive the following message, close the popup window and click **Login Using SSO** again:



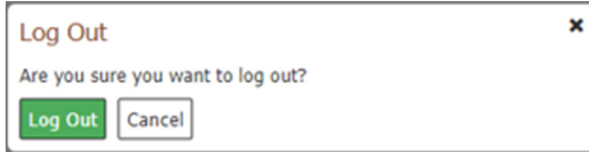
Once authentication is complete, the MADAM home page will be displayed, with menu items along the left & other options along the top menu bar (depending on your access level):



To avoid authentication issues, log out when you have finished your session by hovering over the user icon in the top menu bar and clicking **Log Out**:



Click **Log Out** in the confirmation dialogue box:



3) Finding Digital Items

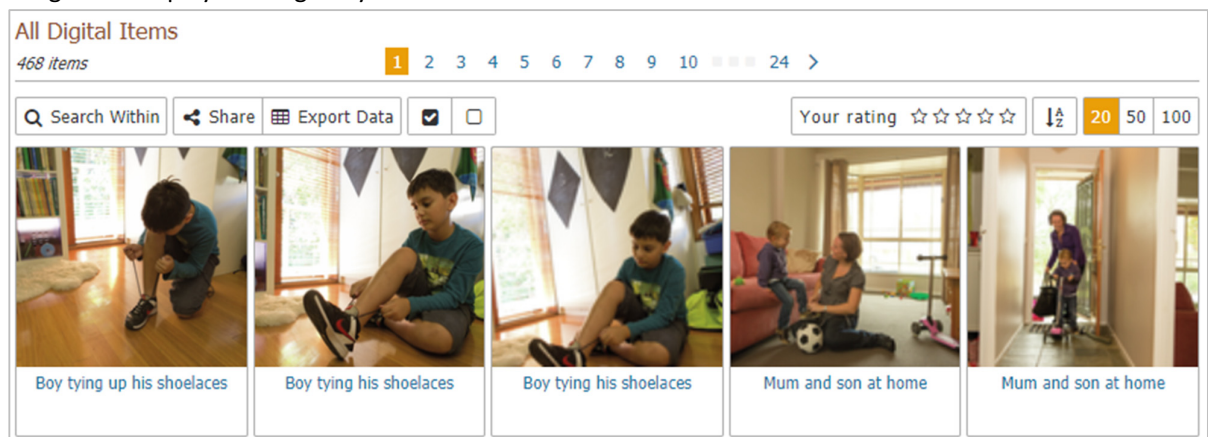
There are several methods of finding digital items of interest. These are detailed below:

a. Browsing all images

Select **All Images** from the left side menu:



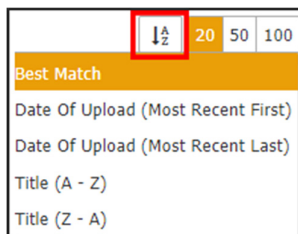
Images are displayed in a gallery view:



With almost 500 images in the catalogue, this is not very efficient. By default, images are displayed 20 per page, however, this can be changed (to 50 or 100) in the selector above the images (top right):



Additionally, the display order can be changed by hovering over the sort icon and selecting your preferred sort order:



b. Searching by Subject

Every digital item in the catalogue has been classified by subject. Some items have multiple associated subjects e.g., Child, Family.

To search by subject, select Subject Search from the left menu:



MADAM – Quick Start Guide

Click the checkbox beside the subject(s) of interest and click the **Search Selected Terms** button:

Search By Subject

- Subjects
 - Aboriginal and Torres Strait Islander
 - Adult
 - Case worker
 - Child
 - Children
 - Disability
 - Disabled
 - Employment
 - Family
 - Home
 - Housing
 - Learning
 - Mental health
 - Staff
 - Study
 - Training
 - Volunteering
 - Young people
 - Youth

To search for items matching a subject, click on the subject term. To expand or collapse the tree, click on the plus or minus icons to the left of the subject.

If you wish to search for multiple terms, click on the box to the left of a term to select it, then click on the 'Search Selected Terms' button below.

The matching items are returned as described above. Note that the heading contains the search terms and the number of items matching the search:

Subject contains any of ("Employment", "Learning") or their children

145 items

Mum and son at home Employees in an office Employees in an office

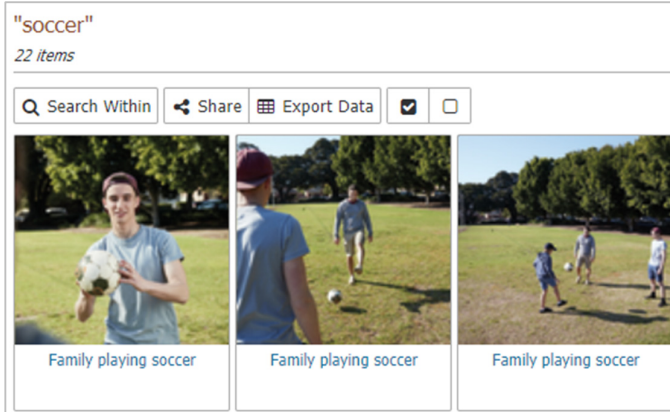
c. Quick Search

In the top menu of every page is a Quick Search box:

0

MADAM – Quick Start Guide

Enter a search term and hit the Enter key on your keyboard. Items that contain the search term in the title, subject or keywords will be returned in gallery view:



4) Field Search (Advanced)

To be able to search on any of the information (metadata) associated with the digital items, select **Field Search** from the left menu:

Field Search

First select how you would like to combine the search terms you provide. The default is to match **ALL** terms (a logical **AND** search). The alternative will attempt to match at least one of the search terms (a logical **OR** search):

The screenshot shows the "Search By Field" interface. At the top, it says "Select the item type that you wish to search for and how you wish to combine your search terms". A dropdown menu for "Combine terms" is open, showing three options: "Items must satisfy ALL of the search criteria" (selected), "Items must satisfy ALL of the search criteria", and "Items must satisfy at least ONE of the search criteria". Below this is a text input field for "Enter your search terms". The main section contains a list of fields with dropdown menus for search operators and text input boxes for search terms. The fields are: iBase ID (Matches), Title (Contains), Description (Contains), Location (Contains any of), Date of image (Matches), Date of upload (Matches), Owner (Contains any of), Creator (Contains), Keyword tags (Contains), Date of shoot (Matches), Shoot name (Contains), Model names (Contains any of), Approved (Matches), and Date approved (Matches). There are "Select" buttons next to the Location, Owner, and Model names fields. At the bottom, there are "Search" and "Reset" buttons.

MADAM – Quick Start Guide

Next, select for each field you want to include in your search, click on the dropdown beside the field name and select an option. The options will differ depending on the type of data being searched, e.g.:

| | | | |
|---------------|--|-------|--|
| Date of image | <input type="text" value="Matches"/> | Title | <input type="text" value="Contains"/> |
| | <ul style="list-style-type: none">Is emptyIs not emptyMatchesDoes not matchIs betweenIs greater than or equal toIs less than or equal to | | <ul style="list-style-type: none">Is emptyIs not emptyMatchesDoes not matchContainsDoes not containStarts withEnds with |

Finally, select the value against each search term, then click the green **Search** button:

Search By Field

Select the item type that you wish to search for and how you wish to combine your search terms

Combine terms

Enter your search terms



| | | |
|----------------|--|---|
| iBase ID | <input type="text" value="Matches"/> | <input type="text"/> |
| Title | <input type="text" value="Contains"/> | <input type="text" value="man"/> |
| Description | <input type="text" value="Contains"/> | <input type="text"/> |
| Location | <input type="text" value="Contains any of"/> | <input type="button" value="Select"/> |
| Date of image | <input type="text" value="Is greater than or equal to"/> | <input type="text" value="01/01/2020"/> |
| Date of upload | <input type="text" value="Matches"/> | <input type="text"/> |
| Owner | <input type="text" value="Contains any of"/> | <input type="button" value="Select"/> |
| Creator | <input type="text" value="Contains"/> | <input type="text"/> |
| Keyword tags | <input type="text" value="Contains"/> | <input type="text"/> |
| Date of shoot | <input type="text" value="Matches"/> | <input type="text"/> |
| Shoot name | <input type="text" value="Contains"/> | <input type="text"/> |
| Model names | <input type="text" value="Contains any of"/> | <input type="button" value="Select"/> |
| Approved | <input type="text" value="Matches"/> | <input type="text"/> |
| Date approved | <input type="text" value="Matches"/> | <input type="text"/> |

The digital items matching the search criteria will be displayed in gallery view:

Digital Items where Title contains 'man' AND Date of image on or after '01/01/2020'

2 items

Item type Your rating ☆☆☆☆☆

| | |
|--|--|
|  <p>Young man outside</p> |  <p>Smiling young man</p> |
|--|--|

5) Filtering Search Items

To further refine any search, click in the **Search Within** box above the returned images, and select a search type. A relevant screen will open to enable further filtering of the results, using the methods already described:

Q Search Within


- By Field
- By Subject
- By Label
- By Folder / Collection
- By Recent Searches

6) Downloading Digital Items

Having found an item you wish to download, click on the thumbnail image in gallery view to open the detail page for the item:

Smiling young man

[Main details](#)
[Shoot details](#)



| | |
|---------------|---|
| iBase ID | 630 |
| Title | Smiling young man |
| Date of image | 08/02/2020 |
| Owner | Mission Australia |
| Creator | Capuski |
| Access level | Public |
| Keyword tags | adolescence, teenagers, teenager, teen, boy, male, young man, young adult, youth, young people, outside, outdoors, happy, smiling, smile, dyed hair |

[Description](#)
[Notes](#)
[Original file details](#)

Preparing for brazilian carnival at Recife PE

[Subjects](#)

Adult

Young people

Youth

[Collections with this item](#)
[Other items like this](#)

Public Items

Your rating ☆☆☆☆☆

Request options

Use Advertising Leaflet ▼

Media options

| | |
|--------------------------------|------------------------------------|
| Digital File 400px x 72dpi | <input type="button" value="Add"/> |
| <hr/> | |
| Digital File 1000px x 96dpi | <input type="button" value="Add"/> |
| <hr/> | |
| Digital File Original file | <input type="button" value="Add"/> |

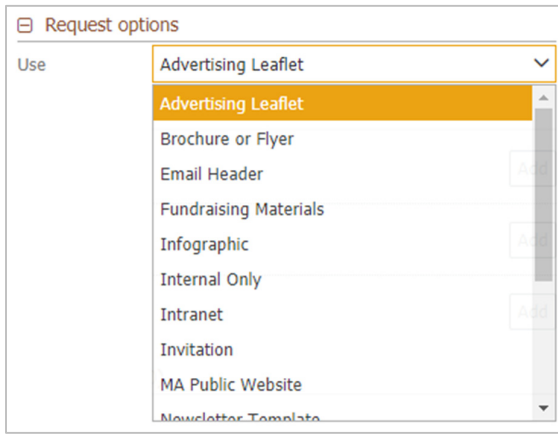
Note the keywords and subjects associated with the item. There are many other details associated with each item – you can view them by clicking on the relevant heading.

One useful one is **Other items like this**. It can reveal similar items that may not have been returned by your original search:

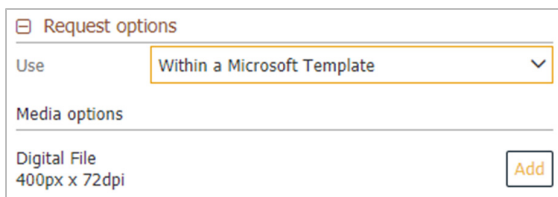
☰ Collections with this item **Other items like this**



The next step is to specify how you want to use the item and the size of the item required. In the **Request options** section, select your proposed use from the dropdown:



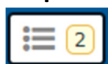
Then click the **Add** button beside the desired item size:



This will add the item to your file request list:



Repeat the **Search** and **Add to Request List** steps until you have all the items you require, then click on the **Request list** icon in the top menu:





The **Request file** review screen is displayed. A thumbnail of each item is displayed, along with the proposed use of the item. To remove an item, simply click on the relevant **Remove** button. To download the item(s), click on the **Send Request** button:

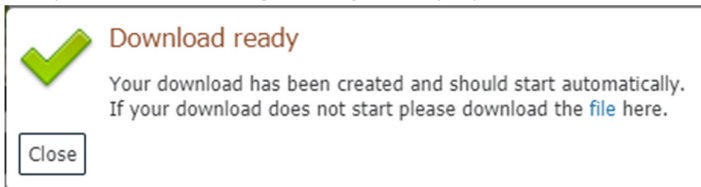
Request File

Review your file request

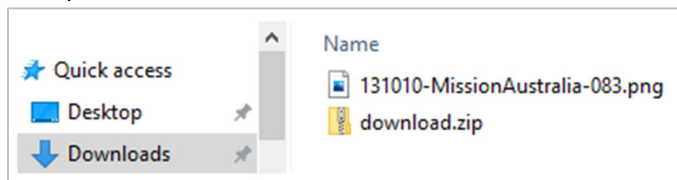
Item

| | | |
|---|--|---------------------------------------|
|  | <p>Smiling young man Digital File 400px x 72dpi Within a Microsoft Template</p> | <input type="button" value="Remove"/> |
|  | <p>Young man hiking in bushland Digital File 400px x 72dpi Brochure or Flyer</p> | <input type="button" value="Remove"/> |

A brief message will be displayed, advising that your download is being prepared. Once the download is complete, the following message is displayed:



Click the **Close** button to dismiss the message. The downloaded item(s) can be found in the Downloads folder specified in your browser settings. Single file downloads retain their original file name. If multiple items are requested, the files will be zipped and appear in a file named **download.zip**. The below image shows an example of each in the Downloads folder on a Windows PC:



7) Copyright and Terms & Conditions

All images on the MADAM site are the property of Mission Australia and cannot be used for any purpose other than directly promoting Mission Australia. A condition of use is that you follow the processes detailed in the [Terms & Conditions](#) page. Use of the MADAM site may be revoked at any time due to inappropriate use, and further disciplinary action may apply. Wherever possible Mission Australia does not use images of its clients, past or present.

8) Getting Help

If you have a question not answered in this guide, send an email to madam@missionaustralia.com.au and one of the team will get back to you.